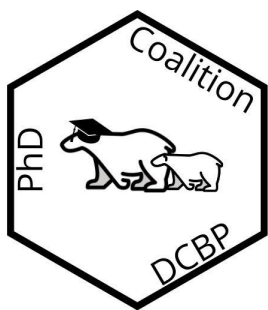


PhD Coalition at the Department of Chemistry, Biochemistry and Pharmaceutical Sciences at the University of Bern



founded April 2023
updated version September 2024

Name, Registered Office, and Purpose of the Society

A society by the name of the PhD Coalition exists in Bern, founded on the 26th of April 2023 within the scope of Art 60 ZBG.

The PhD Coalition at the DCBP at UniBe strives to promote an exceptional atmosphere of support, soft-skills education, graduate-student representation, and professional relationships.

This purpose is achieved by providing connection to resources, organizing career-oriented workshops, attending department meetings, and hosting engagement events open to all students and staff at the Department of Chemistry, Biochemistry, and Pharmaceutical Sciences (DCBP).

Membership

Membership and Responsibilities

1. PhD students and staff based at the Department of Chemistry, Biochemistry and Pharmaceutical Sciences can become members of the PhD Coalition.
2. To become a member, a registration must be submitted to the PhD Coalition.
3. Categories of membership
 - a. There are 2 categories of membership 1) ordinary members and 2) organizational members

- i. Ordinary members
 - 1. PhD students and staff at the DCBP can be ordinary members.
 - 2. Other students and staff at the DCBP may register as ordinary members on a case-by-case basis by application to the executive board.
 - 3. Ordinary members are able to attend all PhD Coalition meetings, assemblies, and events and have priority for events with limited space.
 - ii. Organizational Members
 - 1. Participate in the PhD Coalition as part of the committee. The roles are President(s), Secretary, Treasurer, Director of Communications, and Ambassadors. Responsibilities of each role are detailed in the next section.
 - 2. Are able to attend all PhD Coalition meetings, assemblies, and events and have priority for events with limited space.
4. Membership ends in the following ways.
 - a. A member exits the PhD Coalition by writing an email to the secretary.
 - b. A member is excluded by the board.
 - c. The membership ends automatically one year after the expiration of the member's contract at the university or after finishing their studies.
 5. The General Assembly decides on the membership fee every year.
 6. All PhD Coalition events are additionally open to non-members.

Organization

Committee Structure

1. General Notes
 - a. The Committee consists of the Board and the Ambassadors.
 - b. The Board consists of two Co-Presidents, one Secretary, one Treasurer, and one Director of Communications.
 - i. The Board must be filled by members from at least two different research groups. We strive to fill the board with a higher diversity of research groups.
 - ii. The term for board positions is one year. The maximum time a member can hold a board position (be it one role or different roles) is three years.
 - iii. One person can fill a maximum of one Board position and two Ambassador roles at the same time, unless no other volunteers can be found.

- c. The Ambassadors are as follows.
 - i. Ambassador Department of Chemistry, Biochemistry, and Pharmaceutical Sciences
 - ii. Ambassador to the Faculty of Science
 - iii. Ambassador to the Bernese Chemical Society
 - iv. Ambassador to the Fachverein of the Department of Chemistry, Biochemistry, and Pharmaceutical Sciences
 - v. Ambassador to the young Swiss Chemical Society
 - vi. Ambassador to the Intermediate Staff Association (Mittelbauvereinigung, MVUB).
 - d. When voting on all positions on the Committee, members need to be provided with the following information about each candidate: research group, which year of their PhD the candidate is in and when the candidate expects to finish their PhD.
2. Co-Presidents
 - a. The co-presidents are responsible for organizing the General Assembly and monthly meetings, determining the agenda of each meeting, keeping meeting notes, moderating the meetings such that they are completed in a timely manner, and moderating the General Assembly.
 - b. The co-presidents are ultimately responsible for ensuring the programme of the PhD Coalition is delivered each semester.
 - c. The co-presidents provide support to other board members.
 - d. The co-presidents have access to the PhD Coalition's bank account.
 - e. The co-presidents shall determine how they will divide the responsibilities amongst themselves.
 3. Secretary
 - a. The secretary is responsible for booking rooms, moderating the monthly meetings, keeping detailed meeting minutes, and communications amongst the committee.
 - b. The secretary is responsible for keeping an up-to-date mailing list of organizational members.
 - c. The secretary is responsible for maintaining, organizing, and giving access to the PhD Coalition's file storage, calendar (also on the website), and email.
 4. Treasurer
 - a. The Treasurer is responsible for managing the PhD Coalition's finances, keeping the bank account and accounts, reimbursing costs from the PhD Coalition's bank account, budgeting for events, providing support for applying for funding for events, summarizing incoming and outgoing funds, and selecting and communicating with the auditor.

- b. The Treasurer is responsible for keeping an inventory of non-cash assets.
- 5. Director of Communications
 - a. The Director of Communications is responsible for promoting all PhD Coalition meetings and events, including the General Assembly, and informing all members of the time, date, agenda and location of monthly meetings.
 - b. The Director of Communications is responsible for promoting all events, including those of collaborating organizations, on social media platforms such as, but not limited to: Twitter, Instagram, and LinkedIn; the PhD Coalition's website; and physical flyers in the DCBP building.
- 6. Ambassadors
 - a. Ambassadors are responsible for managing communication between the PhD Coalition and collaborating organizations. The PhD Coalition formally recognizes 5 Ambassadors:
 - i. Ambassador to the young Swiss Chemical Society (youngSCS)
 - 1. The position is filled by a volunteer who is a member of the youngSCS.
 - 2. There is no term limit.
 - 3. The Ambassador to the youngSCS is expected to attend youngSCS committee meetings and youngSCS events.
 - 4. In the monthly meeting before every youngSCS meeting, there is a slot allocated to issues on the agenda of the next youngSCS meeting. It is the ambassador to the youngSCS's role to present this agenda item in the monthly meetings.
 - ii. Ambassador to the Department of Chemistry, Biochemistry and Pharmaceutical Sciences (Ambassador to the DCBP)
 - 1. The position is elected by a vote among all members of the PhD Coalition.
 - 2. The term for the ambassador to the DCBP is 1 year.
 - 3. There is no term limit.
 - 4. The Ambassador to the DCBP should attend all department meetings, or if he/she is unable to, organize a deputy from the committee.
 - 5. In the monthly meeting before every DCBP department meeting, there is a slot allocated to issues on the agenda of the next DCBP department meeting. It is the ambassador to the DCBP's role to present this agenda item in the monthly meetings.

6. It is the ambassador to the DCBP's role to raise issues affecting PhD Coalition members at the DCBP department meetings, as instructed to in the monthly meetings.
- iii. Ambassador to the Faculty of Science
 1. The role of Ambassador to the Faculty of Science is elected by a vote among all members of the PhD Coalition.
 2. The Ambassador to the Faculty of Science is expected to attend all Faculty meetings, or if he/she is unable to, organize a deputy from the committee.
 3. There is no term limit.
 - iv. Ambassador to the Bernese Chemical Society
 1. The position is filled by a volunteer who is a member of the Bernese Chemical Society.
 2. The Ambassador to the Bernese Chemical Society is expected to attend the Bernese Chemical Society's annual meeting, or if he/she is unable to, organize a deputy from the committee.
 3. There is no term limit.
 - v. Ambassador to the Fachverein
 1. The position is filled by a volunteer who is a member of the Fachverein.
 2. The Ambassador to the Fachverein is expected to attend Fachverein meetings, or if he/she is unable to, organize a deputy from the committee.
 3. There is no term limit.
 - vi. Ambassador to the Intermediate Staff Association
 1. The position is filled by a volunteer who is elected by the Intermediate Staff Association.
 2. The Ambassador to the Intermediate Staff Association is expected to attend meetings of the Intermediate Staff Association and disseminate information from those meetings to all members of the PhD Coalition.
 3. There is no term limit.
 - vii. For roles filled by a volunteer, in the case of multiple volunteers, the role is filled by a vote in the General Assembly.
- b. The role of the ambassadors is to attend meetings of the respective organizations, to keep minutes of those meetings and to inform all members of the PhD Coalition of the most important points discussed at each meeting. Additionally, ambassadors should inform the committee of the PhD Coalition on any important points pertaining to PhD students at

the DCBP, so these issues can be discussed at the next monthly meeting of the PhD Coalition.

7. Voting on the positions
 - a. Every year at the general assembly, a vote is organized to (re)elect members of the committee.
 - b. At the end of a term, or when a position is vacated, a vote is held to fill the vacated position.
 - c. If a position on the committee is vacated, an extraordinary general assembly needs to be held to promptly fill the vacated position.
 - d. The candidate who receives the most votes in their favor in the general assembly or the extraordinary general assembly will fill the position.
8. Quitting a committee position
 - a. A member may quit their committee position at any time.
 - b. Two months' notice must be given to allow the position to be filled.
9. Modifying the structure of the committee
 - a. The structure of the committee is reviewed at each general assembly and changes to the structure of the committee are voted on at the general assembly.
 - b. To change the structure of the committee outside of the general assembly period, an extraordinary general assembly needs to be called.
 - c. The proposed change to the structure of the committee must have a two-thirds majority vote of committee members to be accepted.
10. Information platform
 - a. All committee members have access to the PhD Coalition's file storage system.
 - b. All board members have access to the PhD Coalition's email account.
11. Responsibilities of the committee
 - a. All committee members are responsible for setting and delivering the programme of the PhD Coalition each semester.
 - b. A member of the committee must give two months' notice if they choose to resign from their committee position before their term ends.

Finances

1. The PhD Coalition's bank account is managed by the treasurer. Only the co-presidents and treasurer can access the bank account and perform transactions.
2. Regular costs of the PhD Coalition are those related to events in line with the mission statement. These include costs related to invited speakers (travel costs, speaker fees, thank you gifts, and hotel/meals); apéro fees; travel costs for

members participating at PhD Coalition events outside of Bern; advertising fees; and venue hire.

3. An annual financial report is prepared by the treasurer and approved at the general assembly by organizational members and ordinary members.
4. The annual financial report is published on the PhD Coalition's website.
5. The PhD Coalition's accounts are audited once per year by at least two ordinary members who are not on the committee. Additionally, a person external to the PhD Coalition can serve as a third auditor. The persons who audit the accounts are confirmed at the general assembly prior to the following general assembly at which they audit the accounts. The auditors recommend whether or not the accounts can be accepted at the general assembly.
 - a. Auditors have to check all transactions.
 - b. There is no limit to the number of years an auditor can serve.

Meetings

1. Terminology
 - a. Monthly meetings are held once per month during the semester.
 - b. The general assembly is held once per year.
 - c. An extraordinary general assembly is held on an *ad hoc* basis.
2. Monthly meetings are held during the semester. The schedule is set at the beginning of each semester.
 - a. Monthly meetings are open to all members
 - b. Members of the committee are expected to prepare for and regularly attend monthly meetings.
3. The general assembly is the supreme body of the PhD Coalition. A general assembly is held annually in September or October.
 - a. Members are invited to the general assembly at least one month advance in writing, stating the agenda items.
 - b. Proposals for additional business for the attention of the general assembly shall be submitted in writing to the board no later than five days prior to the general assembly.
 - c. The general assembly has the following inalienable tasks and competences:
 - i. Approval of the minutes of the last general assembly
 - ii. Approval of the annual report of the committee
 - iii. Acceptance of the auditors' report and approval of the annual financial statement
 - iv. Discharge of the board

- v. Election of the president(s), secretary, treasurer and director of communications
 - vi. Selection of the ambassadors (as required)
 - vii. Election of the auditors
 - viii. Determination of the membership fee
 - ix. Acknowledgement of the program of activities for the coming year
 - x. Approval of the annual budget
 - xi. Passing of resolutions on motions of the committee and the members
 - xii. Decision on exclusion of members
 - xiii. Decision-making on the dissolution of the association and the use of the liquidation proceeds
 - xiv. Any general meeting duly convened shall constitute a quorum regardless of the number of members present
- d. The members shall pass resolutions by a simple majority of the votes cast. Abstentions and null votes do not contribute to the final tally.
 - i. In the event of a tie, the president(s) makes/make the final decision. In the case of a tie on the vote for a presidential position, the secretary and treasurer make the final decision.
 - ii. Voting takes place by an anonymous poll.
 - e. All members may come and vote for positions. Each member has one vote.
 - f. There is no quorum.
4. Voting on behalf of absent members
- a. If a member is unable to participate in a general assembly or extraordinary general assembly, the member can send another member to give a proxy vote.
 - b. Each member attending the meeting may only provide a proxy vote for up to one absent member.
 - i. The secretary should be notified of any proxies before the meeting by the member not attending.
 - ii. Proxies need to be recorded in the minutes.
5. Extraordinary general assembly
- a. An extraordinary general assembly can be called outside of the four-week window before and after the general assembly.
 - b. The request for an extraordinary general assembly is submitted to the President.
 - c. $\frac{1}{2}$ of board members or at least 7 member signatures are needed to call an extraordinary general assembly. Member signatures can be from

ordinary and organizational Members. The purpose of the extraordinary general assembly should be stated.

- d. The extraordinary general assembly must take place no later than six weeks after the request has been submitted to the president.

6. Monthly Meetings

- a. All members may join monthly meetings.
- b. The agenda of each monthly meeting is communicated to all organizational members by the director of communications before the meeting.
- c. The minutes of each monthly meeting are sent to all organizational members after the meeting by the secretary.

Files and communication

1. The PhD Coalition keeps an online file storage system. It is the secretary's responsibility to provide access to the email account and online file storage system.
2. Only the committee has access to the file storage system and email account. Access may be granted to an ordinary member by the board upon request.
3. The official communication method is by email. The PhD Coalition's email address is phdcoalition.dcbp@unibe.ch.

Amendment of the Statutes

1. Submission of a proposed amendment
 - a. Any amendment to the statutes must be submitted in writing to the PhD Coalition.
 - b. The proposed amendment must be sent to all members.
2. Voting on the proposed change
 - a. The vote must be held at the next general assembly, if the proposal is submitted eight weeks before the next general assembly. If the proposal is submitted outside of this period, an extraordinary general assembly must be called to vote on the proposed change to the statutes.
 - b. The proposed change must have a two-thirds majority of members present vote to be accepted. A minimum of 70% of committee members must be present at the meeting for the vote to be valid.

Dissolution of the Society

1. The dissolution of the society can be decided in a general assembly. For the dissolution to occur, a three-quarters voting majority of the organizational members is required.
2. If the society is dissolved, any remaining funds will be donated to the Fachschaft of the Department of Chemistry, Biochemistry and Pharmaceutical Sciences at the University of Bern.

Final Provisions

1. These statutes were approved on 26th April.

Appendix

The positions in the Statutes are illustrated below.

Statutes - positions

Board



Committee = Board + Ambassadors = "organizational members"



Signed by

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